

19 September 1946

MEMORANDUM

TO : Executive Officer for Personnel & Administration, CIG  
FROM : Acting Chief Services, SSU  
SUBJECT : Interim Method for Handling Domestic Telegrams

25X1A9A 1. At a meeting this date with Messrs. [redacted] 25X1A9A  
[redacted] and the undersigned the problem of domestic telegrams was discussed.

2. The problem is two-fold, one of proper charging and the other security.

3. It is recommended the following procedure be adopted for the interim period (until about 19 October 1946). After that all charges will be CIG.

a) outgoing telegrams will be identified for charge purposes in the lower right hand corner as CIG or SSU messages (where text refers to CIG charge must be made to CIG since the SSU messages must accompany the vouchers).

25X1A6A b) outgoing telegrams which require a reply involving CIG should be worded in the body of the message so that the reply comes addressed CIG, 2161 [redacted] attention: (name of individual concerned) from whence they will be phoned to that individual.

c) (see note below)

4. This procedure will protect security and facilitate proper charge.

5. Central Records, CIG, should be alerted to accept confirmation calls from the Telegraph Company on messages phoned in by Message Center, SSU and chargeable to CIG.

Note: c) that outgoing telegrams be submitted in duplicate to the Message Center and one copy will be returned after transmission of telegram.

(the above was telephoned by Miss [redacted] on 25 Sept. '46)

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25X1A9A

Acting Chief  
Services Branch

25X1A9A

cc: Mr. [redacted]  
Mr. [redacted]  
Mr. [redacted]  
Mrs. [redacted]  
Mr. [redacted]  
Mr. [redacted]  
Capt. [redacted]  
CIG

Mr. [redacted]  
Mr. [redacted]  
Mr. [redacted]  
Col. [redacted]  
Mr. [redacted]  
Mr. [redacted]

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By: [redacted]  
Date: [redacted]  
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